

DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
FORT POLK, LOUISIANA 71459

CIVILIAN PERSONNEL  
BULLETIN NO. 14-05

27 October 2005

VOLUNTARY SEPARATION INCENTIVE PAY (VSIP)  
FOR  
MEDDAC EMPLOYEES

OPEN WINDOW 27 OCT 05 - 2 NOV 05

1. Based on Section 9902(i) of title 5, United States Code (U.S.C.), as enacted by section 1101 of the National Defense Authorization Act for Fiscal Year 2004, Public Law 108-136 (November 24, 2003), the MEDCOM/OTSG has authority to continue to offer special workforce restructuring buyouts during FY-06. This buyout authority is for GS-15 (or equivalent) and below positions.

2. MEDCOM must use this authority primarily to effect (1) civilian force reshaping (e.g., to encourage employees to leave positions to be replaced with updated or different skills to ensure the right competencies and skills mix for mission accomplishment and continuity of capabilities and contributions), (2) organization restructuring (e.g., to change the occupational series or grade level of the position or to change a supervisory position to nonsupervisory), or (3) to reduce the end strength. MEDCOM/OTSG has authority to offer approximately 200 special workforce restructuring buyouts during FY 06.

3. This authority may be used with optional retirements, early retirements (VERA), and resignations. All employees approved for VSIP must be off the MEDDAC rolls on or before 3 January 2006.

4. All special buyouts and early retirements under the delegated authority must adhere to the guidance below:

a. Special Buyout Authority Eligibility:

- Be US citizen employees as defined by 5 U.S.C. 9902(i);
- Be serving under an appointment without time limitation;
- Have been employed by the Federal Government for a continuous period of at least 12 months;
- Eligible for VERA, Optional Retirement or Resignation;
- Not be a reemployed annuitant;
- Not have a pending or approved application for disability retirement or an employee having a disability on the basis of which such employee is or would be eligible for disability retirement. Generally, an employee on long term compensation would likely be ineligible based on this provision. However, an employee who is receiving workers compensation is eligible for VSIP;

- As a general rule, ineligible if: occupying a "hard to fill" position; receiving a retention allowance; covered by a written service agreement from a PCS move or training; in receipt of a recruitment or relocation bonus; on a special salary rate;
- Not in receipt of specific notice of RIF separation;
- Not in receipt of a decision of involuntary separation for misconduct or unacceptable performance;
- Not in receipt of a earlier separation incentive payment;
- Not have accepted a position in another Federal Agency.

b. Special Early Retirement Eligibility:

- Employees must have completed 25 years of service; or become 50 years of age and completed 20 years of service before date of retirement;
- On DoD rolls for more than 30 days before the date on which a determination was made to conduct a workforce reduction or restructuring action;
- Not serving on a time limited appointment;
- Not in receipt of a decision of involuntary separation for misconduct or unacceptable performance.

5. Eligibility for Optional Retirement:

- Age 62 with 5 years of service;
- Age 60 with 20 years of service;
- Age 55 with 30 years of service;
- FERS Minimum Retirement Age (55 or older) with 10 years of service (reduced annuity)

6. Special Buyout and Early Retirement Authority Conditions:

- A buyout recipient is required to repay the entire amount of the buyout (buyout amount before taxes and deductions) if reemployed by a Federal agency within five years of receiving the buyout. This includes employment through a personal services contract;
- When the number of employees applying for the special buyout exceeds the authority available to the Component, applications will be processed in order of seniority using the leave service computation date;
- Under the special buyout authority, position restructuring will be restricted to that position vacancy created by application of the buyout;
- **Eligible employees must be off the rolls not later than 3 January 2006.**

7. **Not an entitlement.** Employees are reminded that the primary purpose of the VSIP and VERA authorities is to encourage employees to leave the rolls voluntarily. The incentives may only be approved if the criteria are met. Neither incentive is an employee entitlement. Consequently, disapproval of an employee's request for VSIP or VERA is not a grievable matter and does not serve as a basis for a complaint or appeal.

8. The Employee Application and Supervisory Endorsement is attached. If eligible and interested in optional retirement, early retirement (VERA), or resignation, and VSIP, the following procedures apply:

- a. Employee completes and signs Employee Application;
- b. Employee submits application to immediate supervisor ensuring sufficient time is given to supervisor for review and consideration of the application prior to the closing date;
- c. Supervisor reviews application in a timely manner and completes Supervisory Endorsement, **only if decision is made to approve;**
- d. Supervisor returns all applications to employees, ensuring that **approved applications** are returned in sufficient time to allow employees to submit by closing time and date;
- e. Employee submits approved application to **Sharon Daigle, MEDDAC, Resource Management Division, NO LATER THAN 1630 hours on 2 November 2005.**
- f. **Incomplete applications and applications received after the closing time and date will not receive consideration.**

9. All applications received by the closing date will be processed by the CPAC and forwarded to the Commander for approval/disapproval. All applications approved by the Commander will be forwarded to MEDCOM for final approval/disapproval. The CPAC will provide employees with written notification of the approval/disapproval of their requests.

10. Employees with questions regarding their retirement eligibility and annuity should contact the Army Benefits Center - Civilian (ABC-C) telephonically at 877-276-9287, or go on line at [www.ABC.ARMY.MIL](http://www.ABC.ARMY.MIL).

11. **All questions regarding this announcement should be addressed to Krista Lowery at 531-6805.**

Encl  
as

DONALD R. MALLETT  
Director, Civilian Personnel  
Advisory Center

**MEDCOM FY 06 Voluntary Separation Incentive Payment for Reshaping or Downsizing  
(Employee Application and Supervisory Endorsement)**

**To be completed by applicant for Voluntary Separation Incentive Payment (VSIP) –PLEASE TYPE:**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Organization: \_\_\_\_\_ Occupational Title, Series and Grade: \_\_\_\_\_  
Service Computation Date: \_\_\_\_\_ Servicing CPAC: Fort Polk, Louisiana  
Work telephone number (Area Code + number): \_\_\_\_\_  
Date Eligible for Optional or Early Retirement (must be on or before 3 Jan 06): \_\_\_\_\_  
Projected Date (must be on or before 3 Jan 06): **Effective Date:** \_\_\_\_\_  
Type of Separation: **Optional Retirement** \_\_\_\_\_ **VERA** \_\_\_\_\_ **Resignation** \_\_\_\_\_

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

**To be completed by Supervisor – PLEASE TYPE:**

I approve the employee application for a VSIP. The vacated position will be restructured from

\_\_\_\_\_ to \_\_\_\_\_  
(TDA #, Para/Line #, Series/Grade/Title) (TDA #, Para/Line #, Series/Grade/Title)  
**OR**

Will be abolished. \_\_\_\_\_

The reasons for the change are as follows:

\_\_\_\_\_ Changing mission requirements of the organization requires position change.

\_\_\_\_\_ To convert the position to non-supervisory, in keeping with current goals to flatten Federal organizations and to reduce management hierarchies.

\_\_\_\_\_ Current incumbent fails to meet changing qualification requirements for the position (e.g, newly imposed educational requirement for GS-1102).

\_\_\_\_\_ To reduce overall organizational costs.

\_\_\_\_\_ To change the structure of the organization.

\_\_\_\_\_ The position needs changing as a result of accretion/assignment of duties.

\_\_\_\_\_ Position Abolishment.

\_\_\_\_\_ Other (Explain): \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

Type Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Title and Pay Grade: \_\_\_\_\_